Flow Chart – Fingerprinting Process
Application for an Individual Private Security Licence

Welcome to Security Training College
Following is a step by step process to assist you in your application for an Individual Private Security Licence Application.

From 4 July 2011, new legislation introduces a requirement that all persons in relation to a private security licence application (both individual and business) undergo a National Police Records Check (including National name check and fingerprint records search).

Step 1
Call 1300 881 596 Call 1300 881 596 between 8am and 5pm Monday to Friday to make an appointment (for both metropolitan and country applicants);
You must tell them you are from the Melbourne Metro area.
Details required: Name, Contact number and Postcode

Step 2
Go to: www.police.vic.gov.au
Click on Police Record Checks (on home page)
Police Record Checks
You can apply for a Police Record Check, also known as a National Police Certificate, by filling out...

Step 3
- Application for Police Record Check
Click on Open File (This will open a new window)
This is an online application form which must be completed before printing – if you wish to come back to it then click on Save then Open to begin your application. Alternatively click on Open. Begin your application.

Step 4
- Application for Police Record Check
Section G – the ID you insert in this section must be photocopied and certified by a JP (Justice of the Peace) along with them seeing the original documents. They must also sign Section F.

Step 5
For your Fingerprinting Appointment you MUST arrive 15 minutes early.
Take your completed Application form and Certified documents along with the original documents.
100 points of identification (including one document that displays current residential address, signature and date of birth)
A payment of $141.00 by eftpos, cheque or money order – NO CASH
The central fingerprinting office is located at:
Victoria Police Customer Service Centre
Lower Concourse Level, World Trade Centre
537 Flinders Street
DOCKLANDS VIC 3008
(entrance via Siddeley Street).

Allow a minimum of 10 working days between the time your fingerprints are taken and receiving your National Police Records Check Certificate. Forward a certified true copy of your National Police Certificate to Licensing & Regulation Division to ensure your application to be processed.
Please post your National Police Certificate to Security Services Unit,
Licensing & Regulation Division, GPO Box 2807 Melbourne Vic 3001.
If you wish to deliver your National Police Certificate in person, our office is located on Level 4, Tower 3
(Formerly Yarra Tower) Victoria Police Centre, 637 Flinders St Docklands Vic 3008.